

Utah Oil & Gas Source Registration Workbook Instructions



Introduction

Oil and gas emissions sources are required to register with the State of Utah according to R307-505 as of January 26th, 2018. An owner or operator of an identified oil and gas source must register with the Utah Division of Air Quality (UDAQ) 30 days prior to commencing operation. And owners or operators of an identified oil and gas source that is in operation before January 1, 2018 must register UDAQ by July 1, 2018. Additionally, an owner or operator shall update the registration information within 30 days of any of the following: change to company name, removal or addition of control devices, or termination of operation. Registration allows UDAQ to gain greater understanding about the sources that contribute to emissions throughout the state. This Microsoft Excel workbook is designed to streamline the registration process. The workbook was also designed to mimic portions of the 2017 emissions inventory workbook as an effort to save operators some time, and therefore some fields may be copied from the 2017 emissions inventory workbook into this Registration workbook.

Please only submit ONE (1) workbook for ALL sources associated with your company. Unique identifiers are used for tracking throughout the workbook and the review process. Submitting multiple workbooks nullifies these identifiers.

If you make modifications to your site or would like to register an additional source at a later time, please add these changes to your *original* workbook instead of submitting a new, separate workbook. Resubmit the modified original workbook.

To begin, open the Excel file named "Utah_O&G_Registration_Workbook." Tabs identifying worksheets that are linked and interactive will be displayed across the bottom of the workbook. Fields shaded in grey should not be modified by the user unless the instructions for that field explicitly state to do so. Fields that are shaded in pink are optional, and are not required to be provided by the user. Worksheets in this workbook include "Certification Statement", "Operator Info", "Sources List", "Associated API #s", "Installed Equipment", and "Equipment Specifications."

For any questions or concerns about completing the O&G Emissions Inventory Workbook please contact UDAQ: Lexie Wilson (801) 536-0022, lexiewilson@utah.gov or Whitney Oswald (801) 536-4468, woswald@utah.gov.

Saving & Submitting the Workbook

Once your workbook has been filled out, save the excel file as "Utah_O&G_Registration_Workbook_CompanyName" replacing 'CompanyName' with your own company's name.

You may be prompted to submit information regarding calculated emissions for your particular source (see section **Installed Equipment**). If this is the case, please submit the following documentation alongside your completed workbook:

- Site specific sampling data (composition data).
- Emissions calculations using direct site-specific sampling data and any software program or calculation methodology in use by industry that is based on AP-42 Chapter 7

Email your saved workbook and any supplementary materials to OGregistration@utah.gov.

Entering Data in the Workbook

Most fields are modifiable and can be filled in by the operator; however any fields that are static parameters and should not be adjusted are shaded grey. The workbook also includes several drop-down lists which must be selected by the user, and once selected will appear in a blue font. When entering data into the worksheets, be sure to enter the values in exactly the same units that are listed. Units are not modifiable since the calculations in the workbook depend on continuity of units. The current units are standard for calculating emissions at oil & gas operations.

Included Worksheets

Certification Statement

This sheet includes a statement certifying that all information entered into the submitted workbook is true and correct to the best of your knowledge. This certification must be accepted in order to complete the registration.

Operator Information

This sheet is for providing basic operator information such as name and address as well as at least one person of contact, and their relevant information, for the operator. Please provide the most recent available information.

1. Operator Name – Provide the full name of the operator.
2. Operator Address – Provide the address for the operator, including: Street Address, City, State, and Zip code.
3. Environmental Contact Name – Provide the name of the main contact for the operator.
4. Environmental Contact Title – Provide the contact title for the operator's main contact.
5. Environmental Daytime Phone Number – Provide the phone number for the operator's main contact.
6. Environmental Email – Provide the email address for the operator's main contact.
7. Local Contact Name – Provide the name of the local contact for the operator.
8. Local Contact Title – Provide the contact title for the operator's local contact.
9. Local Daytime Phone Number – Provide the phone number for the operator's local contact.

10. Local Email – Provide the email address for the operator’s local contact.
11. Alternate Contact Name – Optionally provide an alternate contact for the operator.
12. Alternate Contact Title – Optionally provide the contact title for the operator’s alternate contact.
13. Alternate Phone Number – Optionally provide the phone number for the operator’s alternate contact.
14. Alternate Email -- Optionally provide the email address for the operator’s alternate contact.

Sources List

A source is defined in R307-101-2: "Any structure, building, facility, or installation which emits or may emit any air pollutant subject to regulation under the Clean Air Act and which is located on one or more continuous or adjacent properties and which is under the control of the same person or persons under common control. A building, structure, facility, or installation means all of the pollutant-emitting activities which belong to the same industrial grouping. Pollutant-emitting activities shall be considered as part of the same industrial grouping if they belong to the same "Major Group" (i.e. which have the same two-digit code) as described in the Standard Industrial Classification Manual, 1972, as amended by the 1977 Supplement (US Government Printing Office stock numbers 4101-0065 and 003-005-00176-0, respectively)." This includes new and existing sites involved in oil and natural gas exploration, production, and transmission operations; well production facilities; natural gas compressor stations; natural gas processing plants and commercial oil and gas disposal wells, and evaporation ponds. Each of these sources should be listed in a separate row on this sheet.

Note: Sources are referred to as facilities in the 2017 Utah Air Agencies Oil and Gas Emissions Inventory Workbook. Any facilities provided in the emissions inventory should be listed as sources in the registration.

1. Source Name – Provide the full name of the source.
2. Source Unique ID # - This field does not need to be completed by the operator. This field is automatically generated by the workbook. ***Note: This field should be used as the main identifier for each facility for the remainder of the workbook.***
3. Latitude – Provide the latitude of the source up to 5 digits after the decimal.
4. Longitude - Provide the longitude of the source up to 5 digits after the decimal.
5. County – Provide the county in which the source is located.
6. Startup Date – Provide the startup date of your source. If your source is new and began operations after January 1st, 2018, list the precise date in MM/DD/YYYY. If you have an existing source that began operations before January 1st, 2018, write in "Before January 1, 2018".
7. Standard Industrial Classification (SIC) code – Provide the SIC code for your source.
8. General Source Type – Use the pulldown menu to select your general source type.

- a. Production Facility
 - b. Midstream Facility
 - c. Wastewater Disposal Facility
 - d. Water Injection Facility
 - e. Solid Waste Facility
 - f. Other: Please note type in comments field
9. Source Description/Comments – Provide any necessary additional information about your source. If Option F “Other” was selected in General Source Type, this section must be filled out.

Associated API #s

This sheet is for providing a list of any API #s associated with each source listed in the sources list tab.

1. Source Unique ID # - Use the pull down menu to select the Source Unique ID # that was assigned to the facility in the Sources List tab.
2. No Associated APIs or >10 Associated APIs? – Use the pull down menu to select “Yes” if your source has either no associated APIs or more than 10 associated APIs. If you select “Yes” for a given source, do not fill out the remaining columns in this sheet. Select “No” if your source has up to 10 associated APIs, and enter those corresponding API numbers in the remaining columns.
3. API # 1 - #10 – Provide API numbers associated with your source in these columns.

Installed Equipment

This sheet is for providing details about any equipment installed on each source listed in the sources list tab.

1. Source Unique ID # - Use the pull down menu to select the Source Unique ID # that was assigned to the facility in the Sources List tab.
2. Tanks – Use the pull down menu to select “Yes” if you have tanks installed on your site, or “No” if you do not have tanks installed.
3. Dehydrators – Use the pull down menu to select “Yes” if you have dehydrators installed on your site, or “No” if you do not have dehydrators installed.
4. Pneumatic Controllers – Use the pull down menu to select “Yes” if you have Pneumatic Controllers installed on your site, or “No” if you do not have Pneumatic Controllers installed.
5. Engines – Use the pull down menu to select “Yes” if you have Engines installed on your site, or “No” if you do not have Engines installed.
6. Control Device – Use the pull down menu to select “Yes” if you have any type of control device installed on your site, or “No” if you do not have control devices installed.
 - a. Combustor
 - b. VRU
 - c. Condenser

- d. No Control
- 7. Control Type – Use the pull down menu to select what type of controls you have installed. If you selected “No” under Control Device, leave this column as the default “No Control.”
- 8. Percent Control – Enter the level of control (%) provided by your control device.

Throughput and Emissions

The following three columns are designed to collect recent throughput information, and in some cases, emissions calculations. Only enter information into EITHER column I (oil throughput) OR column J (condensate throughput). Include your most recent annual throughput values in barrels.

In some cases, the green text in column K (Calculated Emissions) will read “Enter Emissions Here & Provide Supplementary Data.” If you see this message, you must enter your calculated emissions in column K. Otherwise; calculated emissions information is not required.

- 9. Annual Oil Throughput (BBL) – Provide annual oil throughput in barrels if you operate an oil facility.
- 10. Annual Condensate Throughput (BBL) - Provide annual oil throughput in barrels if you operate a gas facility.
- 11. Calculated Emissions Showing <4 tons per year – If prompted, provide calculated emissions showing less than 4 tons per year from your source. Please send supplementary data to OGregistration@utah.gov alongside your completed workbook.
- 12. Engines, Electric Powered – Use the pull down menu to select “Yes” if you have installed electric powered engines. This column defaults to “No” if no engines are installed at the source.

Equipment Specifications

This sheet is for providing a list of any non-electric engines installed at the source. Do not report electric engines. This sheet may be left blank if no engines or only electric engines are installed at the source. Compliance inspectors at the Division of Air Quality will use this information to ensure both Federal and State level compliance.

- 1. Source Unique ID # - Use the pull down menu to select the Source Unique ID # that was assigned to the facility in the Sources List tab.
- 2. Make – Provide the make of your non-electric engine.
- 3. Model – Provide the model of your non-electric engine.
- 4. Manufacturer Year (YYYY) – Provide the manufacturer year of your non-electric engine.
- 5. Horse Power – Provide the horse power of your non-electric engine.
- 6. Engine Category – Use the pull down menu to select the category of your non-electric engine.
 - a. Natural Gas-Fired Turbine
 - b. Distillate Oil-Fired Turbine

- c. Natural Gas 2-Stroke Lean Burn
 - d. Natural Gas 4-Stroke Lean Burn
 - e. Natural Gas 4-Stroke Rich Burn
 - f. Diesel Industrial Engine <600 hp
 - g. Gasoline Industrial Engine <250 hp
 - h. Diesel Large Industrial Engine >600 hp
 - i. Dual Fuel Large Industrial Engine >600 hp
 - j. >12/1/2011, $100 \leq \text{hp} < 500$
 - k. >7/1/2010, $\text{hp} \geq 500$
 - l. >7/1/2008 to 12/31/2010, $100 \leq \text{hp} < 500$
 - m. >7/1/2007 to 7/30/2010, $\text{hp} \geq 500$
 - n. Emergency >1/1/2009, $\text{hp} > 500$
 - o. Emergency >1/1/2009, $130 \leq \text{hp} < 500$
 - p. Mod/Reconst: >6/12/2006 to <7/1/2007, $25 < \text{hp} < 500$
 - q. Mod/Reconst: >6/12/2006 to <7/1/2007, $\text{hp} \geq 500$
 - r. >7/1/2008, $25 < \text{hp} < 100$
 - s. Emergency > 1/1/2009, $25 < \text{hp} < 100$
 - t. Emergency >1/1/2009, $100 \leq \text{hp} < 130$
7. Fuel combustion type - Use the pull down menu to select the fuel combustion type of your non-electric engine.
- a. Natural Gas
 - b. Diesel
 - c. Propane
 - d. Field Gas